

Executive Registry

76-10504

12 NOV 1978

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
✓Executive Secretary

THROUGH: Comptroller

SUBJECT: FY 1978 Congressional Budget Submission

1. This memorandum: (1) provides information on what we expect our FY 1978 Congressional Budget submission will include; and (2) requests certain data—outlined in sections III.c.1 and 3 below—in support of our submission. Control figures and a time schedule will be furnished after we hear what OMB proposes to recommend to the President. Other specific requirements for data will be conveyed to you as soon as they have been clarified. Meanwhile, there are a number of requirements we can begin immediately to satisfy.

2. As a result of directives already received from the Appropriations Committees and of additional recommendations that have been made by the Surveys and Investigations Staff of the House Appropriations Committee (Attachment A), the Congressional Budget Submission for FY 1978 will contain substantially more information than predecessor documents. As a result, the information requirements imposed on the components also will be considerably heavier. To explain how these individual items of information will be incorporated into the final document, we have prepared the following outline of the new version of the book, annotated to explain the changes in comparison with the FY 1977 version.

- I. Perspectives (the overview)—the trends discussion will be retained. A section discussing significant developments in management (including organizational changes, significant economies achieved, improvements in management evaluation systems, etc.) in terms of contribution to greater Agency efficiency and effectiveness will be added. Changes in Agency/Community relationships will be part of this discussion.
- II. Program for 1978—most material on proprietaries and the Reserve for Contingencies will be moved to the supplemental schedules section.

III. Program by Program Categories. The categories and program subcategories for discussion are unchanged, except that Communications Services will be divided into several sub-categories. We have been in touch with the Office of Communications about this.

- A. Summary discussion of trends, including brief explanation of activities in each category.
- B. Tables on program categories and contributors (computer printouts).
- C. Substantially expanded narratives on each program category.
 - 1. FY 1976 productivity and achievements—to include statistical data on productivity and evaluative information from internal sources and from users. Attached (Attachment B) is a list of the productivity data needed, based on what we have been told is, or can be made, available. Components should, however, add any other data that they believe will be particularly useful in convincing Congress of our efficiency. Items listed in the attachment are examples and need not be used if you have better indicators available. Annual data for FY 1970 (or the earliest possible subsequent year) through FY 1976 (not the TQ) should be forwarded to the Comptroller by c.o.b. 30 November. Decisions on the specific productivity indicators to be included in the document will not be made until we have your responses, and we will let you know what choices we have made. We will contact you later about effectiveness (achievements) information.
 - 2. Major emphasis in FY 1978—a somewhat expanded narrative covering all major projects in the category, including achievements planned or sought in 1978, appropriate comments on the impact of Appropriations Committee actions last year, and a discussion of specific items of interest to the Appropriations Committees (e.g., in clandestine and technical collection, in information processing, and in production, what specific plans do we have for increasing the US Government's understanding of the Soviet Research and Development program?).

~~SECRET~~

3. We will again use photographs. Subjects should be chosen for their relevance to the FY 1978 program or to 1976 achievements. Good quality color positives—and negatives if possible—are needed by 3 January 1977. These should be accompanied by suggested titles.

D. Summary explanation of change.

E. Table explaining in detail funds changes between FY 1977 and FY 1978 that are programmatic in nature. Comptroller personnel will meet with Directorate personnel to reach a common understanding on items to be described as cost changes and those to be described as program changes. (See Attachment C for format.) Computer printouts will be available providing data for the first three columns.

IV. Program by Organization. Begin area division information with summary table.

V. Object Class Data. No change.

VI. Personnel Data. No change.

VII. Supplemental Schedules

1. Responses to Congressional Directives. No change.
2. SIGINT. To include a narrative covering discussion of results expected from planned program as well as the program itself.
3. ADP. To include a detailed table similar to that in FY 1978 OMB Submission and a narrative which sets forth need for and description of each significant system, including full projected costs.
4. RD&E. To include a narrative, as for SIGINT.
5. External Analysis (excluding Research and Development) To begin with one page summary table.
6. Position and Personnel Data. No change.

~~SECRET~~

SECRET

7.

[Redacted]

25X1A

8. CIARDS. To provide data on FY 1978 cost, 30-year projections, number of beneficiaries, and a narrative discussion of those data as well as benefit structure, investment policies, any unfunded liabilities, and any other problems. Instructions for reporting the necessary data are being developed by Comptroller personnel.
9. Proprietaries. To include a narrative and a detailed table on operating proprietaries that sketches nature and purpose of each, gives data on cash and investment balances, and indicates plans for use in budget year.

10. Reserve for Contingencies

a. Historical Table

[Redacted]

25X1A

c. Fund availability--FY 1976-78. Table and narrative giving details by fiscal year of balances becoming available.

11. Inventories. Table and narrative giving inventory levels and plans for increasing or decreasing them in the budget year. Comptroller personnel will be in touch with the Offices of Communications, Logistics and Technical Services to develop a common approach.
12. Adjustments to 1977 budget. Tables on an organizational basis (one for each directorate and the DCI area) summarizing changes in the FY 1977 budget since the FY 1977 Congressional Submission (see Attachment D for format).
13. Rental Payments to GSA. No change.
14. Lands and Structures. No change.
15. Motor Vehicle Summary. No change.

~~SECRET~~

VIII. Historical Tables. No change, except [redacted]

25X1A

X1A

3. None of the additional material required to produce the expanded documents is available directly from the Financial Resources System. A program to provide part of the information for tracking changes after the Congressional Submission is being developed, but it will not be operational for some months. Directorates will therefore have to prepare two new tables—on changes in the FY 1977 budget and on program category/subcategory/contributor changes between FY 1977 and FY 1978 manually. We will let you know about other requirements for information for the budget documents, the budget speeches, and the back-up book shortly.

4. We would like to meet with your designated representatives at 1000 hours on Wednesday, 17 November in 4E05 to discuss these matters in detail and respond to any questions.

[redacted]

25X1A

Acting Assistant Comptroller, Resources

Attachments:
As stated

TRANSMITTAL SLIP		DATE
TO: <i>Executive Secretary</i>		
ROOM NO.	BUILDING	
<i>7E12</i>	<i>Ug</i>	
REMARKS: <i>BX-3</i>		
FROM: <i>O/Compt</i>		
ROOM NO.	BUILDING	EXTENSION

UNCLASSIFIED	CONFIDENTIAL	SECRET
--------------	--------------	--------

EXECUTIVE SECRETARIAT

Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	S/MC				
4	DDS&T				
5	DDI				
6	DDA				
7	DDO				
8	D/DCI/IC				
9	D/DCI/NIO				
10	GC				
11	LC				
12	IG				
13	Compt				
14	D/Pers				
15	D/S				
16	DTR				
17	Asst/DCI				
18	AO/DCI	✓			
19	C/IPS				
20					
21					
22					

SUSPENSE _____ Date _____

Remarks:

Phone attached # 17 Nov
meeting

Executive Secretary

Date

3637 (1-75)

Compt